

National Ocean Service NEMS Attribute Standards

In addition to authentication, address lookup, and message routing, the NOAA Enterprise Messaging System (NEMS) LDAP directory plays an increasingly important role in NOAA enterprise applications. NOS's ability to make the most of these applications depends on the completeness and accuracy of directory attributes.

This document provides guidance to mail administrators who are responsible for managing NEMS accounts. Mail administrators should ensure that the following critical attributes for all entries in the *People* branch of the directory are validated against the following guidance.

NEMS Attribute	Usage	Guidance
<i>lineOffice</i>	Line Office	Employee's Line Office. Valid values are: HDQ, NESDIS, NMFS, NOS, NWS, OAR, OFA, OMAO
<i>ou</i>	Organizational Unit	Required. Routing code of program office within NOS. Valid values are: N Assistant Administrator and staff offices (AA) N/OPS Center for Operational Products and Services (CO-OPS) N/CSC Coastal Services Center (CSC) N/MB Management and Budget Office (MB) N/SCI National Centers for Coastal Ocean Science (NCCOS) N/NGS National Geodetic Survey (NGS) N/NORM Office of Ocean and Coastal Resource Management (OCRM) N/CS Office of Coast Survey (OCS) N/ORR Office of Response and Restoration (ORR) NOAA routing codes are documented in the NOAA Organization Handbook (http://www.rdc.noaa.gov/~ohb/toc.html) and the NOAA Organizational Directory (http://www.ofa.noaa.gov/~noaa/noaaorgdirectory.html)
<i>ou1</i>	Organizational Unit 1	Optional. Routing code of top level organization within NOS program office. Typically division level. For example, N/MB7
<i>ou2</i>	Organizational Unit 2	Optional. Routing code of top level organization within OU1. Typically branch level. For example, N/MB71
<i>ou3</i>	Organizational Unit 3	Optional. Routing code of top level organization within OU2. Typically section level.
<i>ou4</i>	Organizational Unit 4	Optional. Routing code of top level organization within OU3.
<i>routingCode</i>	Organization	Official Routing Code of the organization that the employee, contractor, associate is working for or responsible to.
<i>locality</i>	City	Employee's duty station city in proper case.

NEMS Attribute	Usage	Guidance								
<i>st</i>	State	Employee’s duty station state (2 letter Postal Service abbreviation).								
<i>postalCode</i>	Zip Code	Employee’s duty station Zip code (Zip+4 if known).								
<i>building</i>	Building Code	Use common local building code reference. SSMC users should be identified by SSMC1, SSMC2, SSMC3, or SSMC4. Refer to location codes published in the NOAA Organization Directory: http://www.ofa.noaa.gov/~noaa/								
<i>roomnumber</i>	Room Number	Room, cubicle, or other physical location designation within <i>building</i> .								
<i>telephonenumber</i>	Phone	(999) 999-9999 x999								
<i>employeeType</i>	Employee Type	Valid values are: Federal, Commissioned, Associate, Contractor, Function								
<i>manager</i>	Manager	Fully qualified DN (e.g., <i>uid=John.Smith, ou=People, o=noaa.gov</i>) of a Federal employee who is directly responsible for the individual or function <table><tr><td><u>Employee Type</u></td><td><u>Manager</u></td></tr><tr><td>Federal, Commissioned</td><td>DN of Supervisor</td></tr><tr><td>Contractors</td><td>DN of COTR or Responsible Tech. Monitor</td></tr><tr><td>Associates, Functions</td><td>DN of Responsible Federal Employee</td></tr></table>	<u>Employee Type</u>	<u>Manager</u>	Federal, Commissioned	DN of Supervisor	Contractors	DN of COTR or Responsible Tech. Monitor	Associates, Functions	DN of Responsible Federal Employee
<u>Employee Type</u>	<u>Manager</u>									
Federal, Commissioned	DN of Supervisor									
Contractors	DN of COTR or Responsible Tech. Monitor									
Associates, Functions	DN of Responsible Federal Employee									

Questions or comments regarding this guidance should be directed to Tom Murphy (Thomas.K.Murphy@noaa.gov) or Danny Dillon (Danny.Dillon@noaa.gov).